Prescott College Veterans Education Benefits (VEB) Recipient Agreement

This agreement must be signed every semester.

I understand that I will have the best chance of receiving my VA payments on time if I complete all of the following **at least 6 weeks prior to the term starting:**

- Sign and submit this form to the Prescott College VA Certifying Official
- Register for all classes and complete all contracts. Contracts are needed for independent study, mentored study, senior projects, internships, practicums, etc. All parties must have signed and submitted the contract, and the Registrar must have received it and entered the course names and codes into my schedule/transcript.
- Update my Degree Plan to match my completed schedule/transcript. Course codes and names on my Degree Plan must match my transcript exactly. Use Google Doc version of the degree plan template and share it through Google Drive. Share your updated version with Academic Operations and your Veteran’s Certifying Official (VCO) View Transcript on Prescott.edu at MyAcademicServices>My Grades>Unofficial Transcript.
- Ask for and receive approval for the updated degree plan from my advisor
- Advisor must submit my Degree Plan and their approval to the registrar@prescott.edu and I must email it to veterans@prescott.edu

Prescott College (PC) cannot report my enrollment to the VA until all of the above are complete. Subsistence (BAH) and Book Stipend payments are dependent on reporting enrollment. Six weeks is an estimate; the VA does not guarantee processing times.

Registration Restrictions & Financial Considerations

I understand the following important VA compliance issues and related information:

- All my classes must fulfill a degree requirement, and I may not use VA benefits to pay for additional classes once I have met those requirements. If I do use VA benefits for unnecessary courses, I may need to repay the tuition and fees after a future VA audit. This should be considered when/if I change my competence(s) or breadth(s).
- Upon enrolling at PC, I must submit all transcripts, including military, even if I think those transfer credits are irrelevant.
- All transfer credits that appear on my Prescott College transcript, including military credits, must be accounted for on my degree plan as Liberal Arts Requirements, Supporting Coursework or within a Competence or Breadth.
- Re-taking classes is rarely acceptable to the VA, even as a Teaching Assistant. The VA will not pay for the same class twice unless I received No Credit (NC) the first time. I should contact the VA Certifying Official about re-taking a class.
- No Credit (NC) grades and Last Date of Attendance must be reported to the VA. If I earn an NC in a class I stopped attending before the term ended, I will owe the VA for the portion of the class I did not attend.
- If I change my enrollment at any time, I must inform the VA Certifying Official in writing within two business days.
- Withdrawing from a class will likely cause the VA to charge me an overpayment (debt). If I am considering withdrawing, I should first call the Veterans Certifying Official to discuss options.
- If the VA does charge me an overpayment, it may include tuition, fees, Basic Allowance for Housing (subsistence), and/or book stipend. Future VA benefit payments may be withheld until my debt is paid in full.
- The VA will not pay some fees, including portions of course fees for camping, transportation and meals. I should contact the VA Certifying Official for information about specific course fees.
- My prescott.student.edu email account is the official Prescott College electronic correspondence method. This is how the college will contact me regarding my VA education benefits, so I must check it regularly.
- I am responsible for tracking the amount of my remaining VA benefits via eBenefits or 888-442-4551.
- 12 credits is considered full time for all programs, including graduate programs. Taking fewer than 12 credits in any term will reduce your Basic Allowance for Housing (BAH). *Graduate programs* do not allow 12 credits to be taken in the Summer term.

VEB Recipient Printed Name_________________________ VEB Recipient Signature_________________________ Date_________________________

Please contact the VA Certifying Official, Deborah Kronz, if you have questions or are struggling in any class. We want to provide you as much support as possible: 928-350-1108 or veterans@prescott.edu

Reviewed: 1/30/2019

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